Typed: January 25th, 2012

The Reorganization Meeting of the Board of Supervisors of Cass Township was held Tuesday, January 3rd, 2012 at 6:30 PM at the Township Municipal Building, Duncott, Pa.

Present at this meeting were the following: No residents were in attendance.

Chairman James D. Thomas called the meeting to order.

All recited the Pledge of Allegiance to the Flag.


Evelyn J. Bergan – Administrative Assistant, present.

Election of Officers for 2012:

Mike Kulpcavage makes a motion to nominate Jim Thomas as Chairman of the Board for 2012. Hearing no objections, John seconded. Motion passed.

Jim takes over the meeting.

Jim made a motion to nominate Mike Kulpcavage as Vice-Chairman for 2012. Hearing no objections, John seconded. Motion passed.

Jim made a motion to nominate Mike Kulpcavage as Treasurer for 2012. Hearing no objections, John seconded. Motion passed.

Jim made a motion to nominate John Walaitis as Assistant Treasurer for 2012. Hearing no objections, Mike seconded. Motion passed.

Jim made a motion to nominate John Walaitis as Road Foreman for 2012. Hearing no objections, Mike seconded. Motion passed.

Jim made a motion to nominate Evelyn Bergan as Secretary for 2012. Hearing no objections, John seconded. Motion passed.

Jim made a motion to nominate John Walaitis as Assistant Secretary for 2012. Hearing no objections, Mike seconded. Motion passed.
Appointments & Retentions:

Planning Commission: All appointing of members and formal action was taken during their December monthly meeting.

Sewer Authority: Not applicable. All issues relating to this item should be directed to Schuylkill County Municipal Authority (SCMA), Pottsville.

Jim asked for a motion to retain Conrad Seigel Actuarial Firm to maintain the Police Pension Fund for retired police officer (John ‘Jack’ Harley). John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to retain Northeast Financial Group as Administrator of the Police Pension Plan. John made the motion. Mike seconded. Motion passed.

Mike made a motion to appoint Jim Thomas as Chief Administrative Officer for the Police Pension Plan. John seconded. Motion passed.

Mike made a motion to appoint Jim Thomas as Chief Administrative Officer for the Non-Uniform Employee Pension Plan (PMRS). John seconded. Motion passed.


Jim asked for a motion to retain Alf red Benesch & Company as Residential Uniform Construction Code (UCC) / Plan Review, Inspection & Enforcement. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to re-appoint Bill Brior / Brior Environmental Services, Inc. as primary Sewerage Enforcement Officer (SEO). John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to re-appoint Bruce Dobash as alternate Sewerage Enforcement Officer (SEO). John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to re-appoint Mike Peleschak as alternate Sewerage Enforcement Officer (SEO). John made the motion. Mike seconded. Motion passed.

Jim made a motion to defer / table appointment of a Health / Code Officer. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to retain Miners Bank, Minersville, as the main depository for Township funds. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to retain First National Bank, Minersville, as secondary depository for the Township Reserve funds. John made the motion. Mike seconded. Motion passed.

Jim states that the 2012 Federal mileage reimbursement for all elected officials & employees is currently set at 55.5 cents per mile as per IRS regulations. No action by the Board is necessary since the rate automatically adjusts as per formal action taken at the August 28th, 2008 Supervisor’s Meeting.

Jim asked for a motion to retain Edward M. Brennan as Solicitor. Mike made the motion. John seconded. Motion passed.

Jim asked for a motion to retain Christopher Hobbs as Special Counsel. John made the motion. Mike seconded. Motion passed.
Jim asked for a motion to retain Alfred Benesch & Company as the Township’s engineering firm. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to re-appoint Evelyn Bergan as the Open Records Officer. John made the motion. Mike seconded. Motion passed.

Jim made a motion to re-appoint John Walaitis as the alternate Open Records Officer. Mike seconded. Motion passed.

**Tax Rates for 2012:**

Property tax rates to remain at 4.5 mills – however; at the December 2011 Supervisor’s Meeting, the tax rate was re-adjusted to reflect 2.9 mills to General Purposes / Fund and 1.6 mills for Street Lighting / Light Tax Fund – as per Ordinance # 20111222-1. No further action necessary.

Jim asked for a motion to retain the Local Earned Income Tax (EIT) rate at ½ of 1%. John made the motion. Mike seconded. Motion passed.

Jim then explained that we are required to appoint Central Tax Bureau (Centax) by resolution since they will be collecting Local Earned Income Taxes (EIT) as of January 1st of this year. Jim asked for a motion to adopt Resolution # 2012-01 to Authorize Centax to collect EIT for Cass Township through the Schuylkill Tax Collection District. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to retain the Amusement Tax rate at 10% (attendance at amusements is 10% of each ticket sold). John made the motion. Mike seconded.

Note: Local Services Taxes (LST) tax is $52.00 collected from all employees working in Cass Township. It’s divided as follows: $47.00 to the Township and $5.00 to Minersville Area School District.

Jim asked for a motion to re-appoint Berkheimer to continue to collect Local Services Taxes (LST) and Amusement Taxes (AMT) by adopting Resolution # 2012-02. John seconded. Motion passed.

Jim asked for a motion to retain Per Capita taxes at $5.00 per every person living in the Township over the age of 21 – paid to the Township Tax Collector, Ann Marie Studlack. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to retain the Realty Transfer tax at 1% -- collected by Schuylkill County. John made the motion. Mike seconded. Motion passed.

**Employee Salaries:**

Jim asked for a motion to approve wage increases for our Township Maintenance Workers, Administrative Assistant, and Police Officers.

John Walaitis made a motion to approve a $.35 raise for both Township Maintenance Workers. Mike Kulpavage seconded. Motion passed.

John Kalovcak’s rate will now be $18.85 - per hour with benefits.
Mark Mitchell’s rate will now be $15.85 - per hour with benefits.
John Walaitis made a motion to approve a $.35 raise for Administrative Assistant Evelyn Bergan. Mike Kulpcavage seconded. Motion passed.

Evelyn Bergan’s rate will now be $15.60 - per hour with benefits.

John Walaitis made a motion to approve a $.25 raise for all employees / officers of the Cass Township Police Department. Mike Kulpcavage seconded. Motion passed.

Chief rate will now be $18.70 – per hour – no benefits.
Sergeant rate will now $17.15 – per hour – no benefits.
Corporal rate will now be $16.95 – per hour – no benefits.
Patrolman rate will now be $16.70 – per hour – no benefits.

**Old / New Business:**

Jim asked for a motion to retain the Petty Cash Fund at $200.00. John made the motion. Mike seconded. Motion passed.

Jim explained that the 2012 contractor’s rate will be $46.71 *base rate* / per hour – this the re-adjust rate after the automatic 3.5% annual increase set formally at the 2006 Reorganization Meeting. No action is necessary.

Jim asked for a motion to accept a submitted bid for another per diem snow plower – Charlie Kostura at a base rate of $46.71 – with an additional $5.00 for his salt spreader if necessary – making his rate for his plow and salt spreader $51.71 per hour – no benefits. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to retain Ron Bowers as a per diem snow plower at a base rate of $46.71 per hour – with an additional $2.50 for using a Township-owned salt spreader attached to his truck – making his rate for plowing & salt spreading $49.21 per hour – no benefits. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to approve annual fire company grant allocations for South Cass Fire Company; Clover Fire Company and Forestville Fire Company – in the amount of $3,000 to each. Mike made the motion. John seconded. Motion passed.

Jim asked for a motion to adopt Resolution # 2012-03 authorizing signature cards for Miners Bank. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to adopt Resolution # 2012-04 authorizing signature cards for First National Bank of Minersville. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to adopt the 2012 Cass Police Department Court Appearance / Hearing Compensation Policy. John made the motion. Mike seconded. Motion passed. Jim notes that the fee schedule is on file for review if necessary.

Jim asked for a motion to hire Brian P. Canfield as an IT consultant relating to computer issues that may occur within the Township and Police Department -- on a per diem basis at a rate of $25.00 per hour – no benefits. John made the motion. Mike seconded. Motion passed.
Meetings for 2012:

Jim asked for a motion to have any / all Board Members attend any / all seminars or meetings deemed necessary during the year. Also; to call extra meetings as long as they are advertised to comply with Sunshine Laws. John made the motion. Mike seconded. Motion passed.

The regular monthly meetings for the Cass Township Board of Supervisors will be held on the last Thursday of every month at 6:30 p.m. at the Municipal Building, Duncott, PA. However; as always, there will be exceptions to scheduling and date changes as per holidays. No action is necessary at this time since formal action was taken at the November 2011 Supervisor’s Meeting – and dates have been advertised and posted.

The Supervisor Meeting dates are as follows:

January 26th; February 28th (Tuesday); March 29th; April 26th; May 31st; June 28th; July 26th; August 30th; September 27th; October 23rd (Tuesday); November 29th; December 20th; January 7th, 2013 (Reorganization Meeting).

With no further business or discussion, Jim made the motion to adjourn. John seconded. Meeting adjourned.

Meeting start time: 6:30 p.m.
Meeting end time: 6:46 p.m.

ATTEST: James D. Thomas
TIME MEETING ENDED: 6:46 PM

ATTEST: Evelyn J. Bergan
TIME MEETING ENDED: 6:46 PM

Seal: